



General Educational Development Testing Service

Guidelines for Damaged or Contaminated GED Test Booklets

Damaged

Policy: If a test booklet is marked or damaged, or if a test booklet is unusable before the fifteenth administration of it, the booklet must be retired from use and retained in secure storage until all testing materials are returned to the GED Testing Service at the end of the contract year. (2005 GED Manual- Section 3.5)

Guidelines:

- ☐ Complete the L-40 form (Report of Testing Irregularity) to outline the situation that occurred. Include the Test Form, Skill Area, and Serial ID Number of the material(s) affected.
- ☐ Retire the booklet from use and secure in dedicated storage until all testing materials are returned to the GED Testing Service at the end of the contract year.
- ☐ Submit a copy of the L-40 to GEDTS and Jurisdictional Administrator.

Additional Kentucky Guidelines

- ☐ Attach a copy of the L-40 to the retired booklet when it is returned at the end of the year.
- ☐ Attach a copy of the L-40 to the picking plan when materials are returned at the end of the year.

Contaminated

Policy: No secure testing material, other than answer sheets, is to be destroyed at the GED Testing Center or by the jurisdiction **without prior approval** of the GED Testing Service. This includes damaged secure materials and secure materials contaminated by hazardous waste. (2005 GED Manual- Section 3.4-3)

Guidelines:

- ☐ Contact GEDTS to obtain authorization for the disposal of contaminated material(s).
- ☐ Complete the L-40 form (Report of Testing Irregularity) to outline the situation that occurred. Include the Test Form, Skill Area, and Serial ID Number of the material(s) affected.
- ☐ Follow procedures outlined in the Official Testing Center emergency plan and provide a statement or report of disposal.
- ☐ Attach a copy of the report to the L-40 and submit a copy to GEDTS and Jurisdictional Administrator.

Additional Kentucky Guidelines

- ☐ Attach a copy of the L-40 and the waste management report to the picking plan when materials are returned at the end of the year.
- ☐ Clearly mark on the picking plan the booklet that was contaminated.